

Professional and Managerial Branch
Personnel Administration Group
Personnel Series

EMPLOYMENT SERVICES MANAGER

09/89

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, coordinates and supervises the Recruitment and Examination functions in the Personnel Department; performs related duties as required.

EXAMPLES OF DUTIES:

Plans, develops, coordinates and supervises the personnel recruiting functions and activities; supervises and coordinates the development and implementation of effective methods, procedures, policies and procedures for the selection of qualified job applicants; oversees the preparation of lists of eligible candidates for jobs; provides technical advice to department heads and others on matters concerning recruitment, examination and selection; supervises and assures that interviews are conducted in accordance with established practices and procedures; addresses C.S.C. on matters concerning disqualification appeals, examination protests and other.

Develops and supervises the preparation and administration of tests; reviews tests to insure their validity; assigns and sets schedules for preparation, administration and scoring of tests; selects and recommends assessment center panel members; analyzes testing practices and procedures and makes recommendations; plans and conducts research for the development and validation of psychometric tools; reviews examination protests and submits recommendations.

Supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance; explains rules, regulations, policies and procedures concerning employee recruitment and selection; enters, retrieves and analyzes data from ADP systems and personal computers; maintains records and prepares reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Psychology, Personnel or Business Administration or closely related field and four years of professional personnel experience, including three years in public personnel testing, recruitment and selection; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods, principles, practices and techniques of examining, recruiting, job analysis, employee selection and public personnel administration; comprehensive knowledge of the application of modern psychometric methods and techniques; comprehensive knowledge of governmental organization; considerable knowledge of federal, state and local legislation relating to personnel practices; considerable knowledge of supervisory methods and techniques; good knowledge of the use and care of IBM compatible personal computers, peripherals and applications programs.

Ability to analyze and solve complex problems in employee recruitment, examination and selection; ability to supervise, train and evaluate assigned personnel; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and field environment; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head